

TO: Anna Marlow  
GSD Business Office

FROM: \_\_\_\_\_

RE: Funding Breakdown for DAS and OBA Building Tenants

DATE: \_\_\_\_\_

Our agency occupies the square footage indicated in the following DAS and OBA-owned building:

**Building Name:** \_\_\_\_\_ **Square Feet:** \_\_\_\_\_

In accordance with Section 125-28 of the Ohio Revised Code, each state agency supported by non-general revenue money is required to reimburse the Department for the cost of occupying space in a DAS or OBA-owned facility. Provided below is the ratio of our space funded through non-general revenue funds to our total space in this facility. Also, please update the name of our Fiscal Officer, billing address, and/or phone number as indicated below.

Non-GRF %: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The effective date of this change is: \_\_\_\_\_

We understand that the Office of Budget and Management may review reported non-general revenue funding percentages for reasonableness and that we may be asked to provide calculations to support the percentage we report.